

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

1700 K STREET  
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**ADP BULLETIN**

Title Fiscal Year (FY) 1997-98 Drug/Medi-Cal (D/MC) Cost Report Forms and Instructions		Issue Date: 10-8-98  Expiration Date:	Issue No. 98-53
Deputy Director Approval  GLORIA J. MERK, II Program Operations Division	Function [ ] Information Management [ ] Quality Assurance [ ] Service Delivery [X] Fiscal [ ] Administration	Supersedes Bulletin/ADP Letter No.	

**PURPOSE**

The purpose of this bulletin is to transmit forms and instructions for submission of each direct contract provider=s Fiscal Year (FY) 1997-98 cost report. Due to the delay of providing the cost report training and issuing the final cost report forms and instructions, the due date for submission of the FY 1997-98 cost report forms is **Friday, December 4, 1998**.

**DISCUSSION**

The enclosed documents will provide assistance in completing the cost report forms. (See Enclosure Listing.) The Enclosure Listing also identifies which documents are to be returned as the cost report.

**REFERENCES**

Fiscal detail, program cost summaries, year-end final claims, and the cost report reconciliation are required to be submitted by the FY 1997-98 D/MC contract, Article VII, Invoice/Claim and Payment Procedures, Section C, Year-End Cost Settlement Reports and Performance Reports.

**HISTORY**

None.

## **QUESTIONS/MAINTENANCE**

Please submit:

- 1) The required forms by **December 4, 1998**, to:

Fiscal Management Branch  
Department of Alcohol and Drug Programs  
1700 K Street, 4th Floor  
Sacramento, CA 95814-4037

- 2) The name, telephone number, and facsimile transmission number of a contact person in case questions or further information are required.

If you have any questions regarding the completion or submission of your cost report, please contact the assigned Fiscal Management Branch analyst identified on Enclosure M1.

## **EXHIBITS**

See Enclosure Listing

## **DISTRIBUTION**

County Alcohol and Drug Program Administrators  
Direct Contract Providers  
Wagerman Associates, Inc.  
Director=s Advisory Council (DAC)